



RECREATION LEADER SERIES I, II, III

FLSA Status: Non-exempt
Adopted: May 2004

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

The Recreation Leader Series I, II, III are under general supervision of the Recreation Coordinator. Incumbents are assigned to organize, lead and coordinate a wide variety of indoor and outdoor recreation activities at parks, playgrounds and community centers including after-school programs, teen center, day camps, sports leagues, play groups, special events, and senior events. Incumbents may be considered subject area specialists or program generalists and will guide recreation activities of children, teens and adults.

DISTINGUISHING CHARACTERISTICS

Recreation Leader I: Incumbents have little or no experience working in a recreation setting.

Recreation Leader II: Incumbent at this level has attained a high school equivalency education and experience in a recreation setting.

Recreation Leader III: Incumbent at this level has attained advanced education and experience in a recreation setting

TYPICAL DUTIES AND RESPONSIBILITIES

- Assists in organizing and supervising recreational programs in any one or more of the following areas: children, adults, senior citizens and the handicapped at playgrounds, community centers, and other recreational areas
- Assists in the implementation of and providing leadership to a specific recreational program with guidance of the Recreation Coordinator
- Plans, coordinates and implements recreational activities in specific program areas
- Assists in maintaining discipline and encourages observance of required safety precautions
- Assists in preparing schedule of approved activities
- Plans and implements special events and instructional classes
- Assists in working with special community groups
- Acts as liaison between participants and instructors/staff
- Assists supervisor in securing materials, supplies and equipment
- May transport participants
- Prepares publicity releases
- Prepares reports and correspondence including attendance

- May provide information to other departments and the public relating to program activities
- May provide light janitorial and light maintenance services
- Maintains records of participation, supplies and equipment
- Performs other related duties as assigned.

SPECIAL REQUIREMENTS

Essential Functions:

These functions may be performed with or without reasonable accommodation:

- Oversee, manage and participate in strenuous physical activities, such as leading tours, demonstrating proper exercise techniques, and managing children in playground activities
- Lead, teach, demonstrate and officiate activities such as games, special events, trips, tours, arts and crafts activities, dances, and hikes for a variety of age groups
- Set up, move, and take down recreational and facility equipment – Lift 40 pounds
- Speak, read and understand the English language sufficiently to successfully receive/provide information to/from the public, co-workers, supervisors, etc.
- Attend and participate in weekend and evening activities as assigned
- Apply Basic First Aid
- Perform duties on a regular and consistent basis
- Operate basic office equipment (i.e., telephone, copier, calculator, etc.)
- Perform all duties listed on the job description except those determined to be incidental

QUALIFICATIONS

Knowledge of:

- Recreation philosophy, planning and administration
- Operations and techniques used in comprehensive community recreational programming for various target age groups
- First Aid practices

Ability to:

- Learn and interpret specific rules and policies and apply them with good judgment
- Understand and work effectively with the public
- Supervise large groups
- Understand and follow oral and written directions
- Maintain harmonious working relationships with other employees, participants and the public
- Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise and tact

EDUCATION AND EXPERIENCE

The combination of experience, training and education that would likely provide the required knowledge and abilities is shown below. Incumbents may be appointed at the entry or higher level, (depending on qualifications and Town staffing needs) and advance to a higher level after gaining the experience and knowledge necessary to perform the required tasks. Requirements for each Recreation Leader level are:

- Education:
 - Recreation Leader I:** Incumbent is enrolled in high school or has not received a High School Diploma, GED, or high school equivalency.
 - Recreation Leader II:** Incumbent at this level is a high school graduate, has a GED, or high school equivalency.
 - Recreation Leader III:** Incumbent at this level has 30 semester units from college with specialization in recreation, education, physical education, or related field.
- Experience:
 - Recreation Leader I:** This employee has little or no experience working in a recreation setting.
 - Recreation Leader II:** Incumbent at this level has one year experience in a part-time paid recreation position (minimum 1,000 hours), or has two years (minimum 500 hours per year) experience as a volunteer with groups similar to those found in a recreational setting or one year as a Recreation Leader I with the Town of Colma.
 - Recreation Leader III:** Incumbent has two years experience in a part-time paid recreation position (minimum 1,000 hours per year) or has one year as a Recreation Leader II with the Town of Colma.

LICENSES AND/OR CERTIFICATES

CPR/First Aid certificates required or achievable within 30 days of hire.

Possession of a valid Class III California Driver's License is required for Recreation Leader II, III.